

## HUMAN RESOURCES DIVISION

### EDUCATION AND EXPERIENCE RATING SHEET INSTRUCTIONS

#### MASSACHUSETTS PAROLE BOARD DEPARTMENTAL PROMOTIONAL EXAMINATIONS

##### PAROLE OFFICER A/B TRANSITIONAL PAROLE OFFICER A/B

Promotional Examination Date: May 6, 2006

#### SUMMARY OF EXAMINATION PROCESS:

**You will rate yourself:** In this examination component you will rate your own education, training, and work experience against a standard schedule. You do so by filling out the rating sheet. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your examination score.

**Everything that will receive credit is listed in these instructions:** The standard schedule is included in these instructions, that explain how to fill out the rating sheet. The circles on the rating sheet correspond to the items on the standard schedule. The amount of credit which each circle on the rating sheet will receive has been decided in advance and entered into a computer program. Your rating sheet will be machine scored using this program.

**DO NOT ATTEMPT TO FILL OUT THE RATING SHEET WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.**

**PLEASE NOTE:** Complete your rating sheet on your own to the best of your ability. Accurate completion of the Education and Experience Rating Sheet is considered part of the examination. In order to guarantee that no one receives any type of unfair advantage in the rating process, be advised that we are unable to provide individualized assistance to any applicant in filling out the rating sheet. Positions in the Parole Officer A/B and in the Transitional Parole Officer A/B classification require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions connected with this examination component is cause for disqualification. Please, no phone calls.

**GENERAL INSTRUCTIONS:** Please carefully read and follow these instructions. They may differ from the instructions for other examinations that you may have taken.

**Fill out the worksheet version of the rating sheet before you go to the examination.** You may download and print a copy of the worksheet and the Education and Experience Rating Sheet Instructions from HRD's internet website at <http://www.mass.gov/hrd>. At the examination you will copy the information from the worksheet onto the actual rating sheet that is printed in red. At that time, if you applied for more than one exam announcement, you will complete a separate rating sheet for each promotional examination announcement for which you applied. Please make sure you tell the exam proctor that you need more than one rating sheet.

**How the worksheet will be used: Remember to bring your completed worksheet to the examination.** Once you have transferred the information from the worksheet onto the rating sheet, which will be used for scoring purposes, the examination proctor will collect the rating sheets. **Keep your worksheet for your own records.**

**The Human Resources Division requires the submission of supporting documentation for all claims presented on your Rating Sheet.** Please bring copies of this documentation such as employment verification letters, college transcripts, etc. with you to the examination site, or mail the documents to HRD within seven calendar days after the date of the examination. **(Copies of documentation must be postmarked no later than May 13, 2006.)** Work experience claims must be supported by a signed letter from the appointing authority on original letterhead stating the dates of employment at each grade level, whether this was full-time or part-time employment, and including any provisional time and other related data. If part-time experience, the number of hours per week worked at each part-time grade level must be provided. No photocopies of these verification letters will be accepted. Copies of PMIS records will not be accepted. ANY education or experience claim that is not accompanied by supporting documentation will be removed from your original score. No new type of credit can be introduced once you submit your Education and Experience Rating Sheet. Please be thorough.

## GENERAL INSTRUCTIONS (Continued):

For this exam series, HRD also accepts electronic documents via email attachments for education and experience verification. Applicants may submit electronically copies of their college transcripts and DD214's, but the electronic version of any official employment verification letter should be submitted directly by the appointing authority or his/her designee. Please submit documents to Vivian.W.Lee@hrd.state.ma.us. Should the issue of authenticity ever arise with the electronic documents at any point during the review process or during the life of this promotional list, applicants must submit original supporting documentation to HRD.

Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Education and Experience points.

All of your responses on the rating sheet are also subject to verification by the appointing authority. Be prepared to provide copies of supporting documentation such as college transcripts, DD214's, etc. to the appointing authority upon request.

### When you fill out the actual rating sheet at the examination site:

- Use only a No. 2 pencil to fill out the rating sheet.
- Fill in the circles corresponding to your responses completely.
- Erase errors and stray pencil marks completely and cleanly.
- Do not staple or fold the rating sheet.

## I. IDENTIFICATION:

**Name, date of birth, date:** Print your name, date of birth, and today's date in the spaces provided. Sign your name in the space marked signature.

**Signature:** Information you provide on this form is subject to verification by the Human Resources Division and the appointing authority. Your signature indicates that you know false information may result in disqualification and possible penalties of perjury.

**Announcement number:** Find the number on the examination announcement. Enter that number in the ann. no. block of the rating sheet. Fill in the circles corresponding to that number.

**Social Security Number:** Enter your social security number in the social security no. block of the rating sheet. Fill in the circles corresponding to that number.

## II. ELIGIBILITY: INSTRUCTIONS FOR PROMOTIONAL EXAMINATIONS

These instructions explain how to indicate your eligibility for a promotional examination **as of the date of the examination**. Contact your local personnel office if you need more information about your civil service status, or if you are unsure of how the following questions apply to your eligibility.

**IIA (1). You must meet this requirement to be eligible:** Answer yes if you have been employed after certification in the Massachusetts Parole Board for the past 12 full months before the examination date as a permanent or temporary civil service employee. If you answer no or leave this item blank, you will be marked ineligible for this examination.

### YOU MUST ALSO MEET THE REQUIREMENTS IN IIA (2) TO BE ELIGIBLE.

**IIA (2).** Answer yes if you have ever been employed in the Massachusetts Parole Board as a temporary or permanent civil service employee in the eligible title(s) listed on the poster for at least 12 full months prior to the date of the examination. If the answer is yes and you answered yes to Section IIA. (1), you are eligible. If the answer is no, darken the appropriate circle and answer Section IIB, if applicable.

**IIB. The eligibility alternative to temporary or permanent civil service experience in the eligible title is to meet the Entrance Requirements.** If you have answered yes to Section IIA.(1) but not to Section IIA.(2) and you have at least 12 months of permanent or temporary civil service experience in your present department but not in the specific eligible title listed on the poster, you are eligible to take this examination if you meet the Entrance Requirements listed on the poster. Answer yes if you meet the Entrance Requirements. If you cannot answer yes to either Section IIA.(2) or IIB., you are not eligible for this examination.

**IIC.** Do not answer. Not applicable to this examination.

### III. WORK EXPERIENCE:

**Rate each category of work experience described:** In this section you rate your work experience as of the date of the examination based on type, amount, and recency. Read the description of each category of work experience included in these instructions, beginning with the first category and working down the page(s).

**There are separate places to put recent and older experience in each category:** If you have experience in a category, fill in the circle to the right of that category in column (1) corresponding to the amount of experience you have had within 5 years (on or after May 6, 2001) of the examination. Fill in a circle to the right of that category in column (2) corresponding to the amount of experience you had in that same category more than five years before the examination date (before May 6, 2001).

- Include "provisional" experience in the title in which you were paid.
- Do not rate any category in which you have less than one month of experience and do not indicate the same work experience in more than one category.
- Prorate part-time experience on the basis of a 40-hour work week. Example: If you worked 20 hours per week for 30 months, that is prorated as 15 months. Therefore, you should fill in the range for 12-23 months.
- Do not fill in more than one circle in the same column. You may, however, have a filled in circle in both column (1) and column (2) of the same category as follows: Recent experience (within 5 years of the examination date) receives more credit than older experience. That is why there are two columns on the form for each category. Note that column (1) is within 5 years of the examination date (on or after May 6, 2001) and column (2) is more than 5 years before the examination date (before May 6, 2001). If your work experience in any category includes time both within 5 years of the examination date and more than 5 years prior to that date use both columns as needed. Count 16 or more work days/shifts or 172 work hours in a month as a full month.

**Example:** As of the examination date, you have been performing the work described in Category 2 for 8 years and 6 months. Fill in the circle **to the right** of the time range 48-59 months in Category 2, column (1) to reflect your Category 2 experience **within** five years of the examination date. Also fill in the circle **to the right** of the time range 36-47 months in Category 2, column (2) to reflect your remaining 3 years and 6 months of Category 2 experience which occurred **more than** five years prior to the examination date.

Category 2	(1)	(2)
Under 6 months	<input type="radio"/>	<input type="radio"/>
6 - 11 months	<input type="radio"/>	<input type="radio"/>
12 - 23 months	<input type="radio"/>	<input type="radio"/>
24 - 35 months	<input type="radio"/>	<input type="radio"/>
36 - 47 months	<input type="radio"/>	<input checked="" type="radio"/>
48 - 59 months	<input checked="" type="radio"/>	<input type="radio"/>
60 - 71 months		<input type="radio"/>
Over 71 months		<input type="radio"/>

**Caution:** Note that the maximum score for any single category is 48-59 months for recent experience plus "over 71 months" of experience which occurred more than five years prior to the date of the examination. In the above example, if you just entered "Over 71 months" in column (2) you'd lose credit for your most recent five years of experience.

**CATEGORIES OF EXPERIENCE:** Please remember that all types of experience in each category must be clearly stated on your Employment Verification Letter from the appointing authority. Experience that is not verified cannot be credited. **Supervision** is defined as having direct supervisory responsibility over those in the organizational unit, including the assignment of work and the review of performance.

**Categories 1-4 include experience at the MASSACHUSETTS PAROLE BOARD ONLY.**

**Category 1:** Experience in the **Massachusetts Parole Board** as a **Parole Officer A/B** or as a **supervisor of Transitional Parole Officer A/B**. Experience from **May 6, 2001** to **May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

**Category 2:** Experience in the **Massachusetts Parole Board** as a **Transitional Parole Officer A/B**. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 6, 2001** to **May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

### III. WORK EXPERIENCE (Continued):

**Category 3:** Experience in the **Massachusetts Parole Board**, not credited in the previous categories in a professional capacity in **probation or parole work, criminal justice, social work, social casework, psychology, vocational counseling, employment counseling, educational counseling or rehabilitation counseling**. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 6, 2001 to May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

**Category 4:** All other experience in the **Massachusetts Parole Board**, not previously credited in Categories 1-3. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 6, 2001 to May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

**Categories 5-6 include experience outside the Massachusetts Parole Board only.**

**Category 5:** Experience **outside the Massachusetts Parole Board in a supervisory capacity in probation or parole work, criminal justice, social work, social casework, psychology, vocational counseling, employment counseling, educational counseling or rehabilitation counseling**. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 6, 2001 to May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

**Category 6:** Experience **outside the Massachusetts Parole Board in a non-supervisory capacity in probation or parole work, criminal justice, social work, social casework, psychology, vocational counseling, employment counseling, educational counseling or rehabilitation counseling**. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 6, 2001 to May 6, 2006** should be recorded in column (1). Experience prior to **May 6, 2001** should be recorded in column (2).

### IV. EDUCATION AND TRAINING: Indicate your education and training as of the date of the exam.

IVA. (1), (2), (3) Do not answer. Not applicable to this examination.

#### IVB. STEP 1 – Read the list of degrees in each category:

**Category 1:** Criminal justice, law enforcement, social work, sociology, psychology, human services, rehabilitation, or counseling.

**Category 2:** All other fields.

#### STEP 2 – Indicate college degrees you have earned as follows:

If you have a degree in a field listed in **Category 1**, indicate the **highest** degree you have received from a recognized college or university in the column for Category 1 and **make no entries** in Category 2. Finish reading this page and then read Step 3 on the next page.

A recognized college or university shall mean an accredited higher education institution a) in the United States, or b) granting degrees (or degree program credits) that are recognized by an approved United States accrediting agency or that are transferable to an accredited higher education institution in the United States.

If you have a degree in a field listed in **Category 2** but not in Category 1, indicate the **highest** degree you have received from a recognized college or university in the column for Category 2 and **make no entries** in Category 1. If you do not have a degree, but have successfully earned credits toward a degree from a recognized college or university, **make no entries in either degree category, and go to Step 3 on the next page**.

In either category, each level beyond “None” receives credit for an additional 60 semester hours. You will receive credit for all levels up to and including the one you checked. **Do not indicate the same degree more than once or in more than one category**. If you have not completed any degree, check “None”.

#### IV. EDUCATION AND TRAINING (Continued):

**Example:** If you have a Bachelor's degree in a field listed in Category 1 fill in the circle next to **Bachelor's** in Category 1.

	Category	
None	(1) <input type="radio"/>	(2) <input type="radio"/>
Associate's	(1) <input type="radio"/>	(2) <input type="radio"/>
Bachelor's	(1) <input checked="" type="radio"/>	(2) <input type="radio"/>
Master's	(1) <input type="radio"/>	(2) <input type="radio"/>
Doctorate	(1) <input type="radio"/>	(2) <input type="radio"/>

Example: If you have a Bachelor of Laws degree (LL.B.) you should fill in the circle next to "Doctorate" in Category 1.

**STEP 3 - INDICATE SUCCESSFULLY COMPLETED COURSES AT A RECOGNIZED COLLEGE OR UNIVERSITY WHICH WERE NOT COUNTED TOWARD A FINISHED DEGREE CREDITED IN STEP 2.** (Do not include continuing education units, workshops, in-service training or seminars. Only successfully completed courses taken toward an unfinished degree are creditable in this step. Do not "double-count" any transferred courses which were previously taken toward a completed degree claimed in STEP 2. Certificate programs are not degree programs and therefore, courses completed toward a certificate must first be transferred to a matriculated, degree program in order to be eligible for E & E credit.)

In the circles to the right, indicate any additional **semester** hours not included in any of the degrees which you indicated. One year of education or training is equal to 30 **semester** hours or the equivalent.

If you have two degrees at the same level (for example, two Bachelor's degrees) include the semester hours for the second degree here in the appropriate category. Also include **semester** hours for any degrees in Category 2 **beyond** your degree in Category 1. An example is a Master's degree in Category 2 if, in STEP 2, you claimed a Bachelor's degree in Category 1. **Do not indicate the same college courses more than once or in more than one category.**

**Example:** If you claimed a Bachelor's degree in Category 1 in STEP 2 and then earned an additional 15 semester hours towards your Master's degree in a field listed in Category 1, fill in circles for 015 semester hours in Category 1. If you then earned a Master's degree in Category 2, fill in the circles for 060 in Category 2.

	Category	
	(1)	(2)
0	1	5
1	0	0
2	0	0
3	0	0
4	0	0
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0

IVC. Do not answer. Not applicable to this examination. Only courses taken at recognized degree-granting institutions are credited for this examination.

V. **COLLATERAL SKILLS** (VA, VB, VC, VD.) Do not answer. Not applicable to this examination.